

Service Area Plan

Department of Aviation

Aviation Licensing and Regulation (65501)

Service Area Background Information

Service Area Description

The Aviation Licensing and Regulation Service Area provides for the licensing of aircraft and airports in the Commonwealth of Virginia.

• AIRCRAFT LICENSING

All aircraft which are owned by residents of the Commonwealth, or owned by nonresidents, if they are based in Virginia more than 60 days in a 12-month period, are required to be licensed. The licensing requirement includes aircraft which are based at both public-use and private-use airports, heliports and landing areas. In addition to the Private Aircraft License, the Department also issues Commercial Aircraft Licenses, Non-Commercial Dealer and Commercial Fleet Dealer Licenses and Contract Carrier Permits.

• AIRPORT LICENSING

Public-use airports, and private-use airports within five miles of a public-use airport, are required to be licensed. Owners of private-use airports not within five miles of a public-use airport are only required to register their airports with the Department. Public-use and private-use airport owners or sponsors are required to submit an annual based aircraft survey to the Department. Title 5.1-88.7 of the Code of Virginia provides that every licensed public-use airport must maintain adequate amounts of liability insurance.

Service Area Alignment to Mission

This service area aligns with the Department's mission, which is to:

- cultivate an advanced, market driven aviation system that is safe, secure and provides for economic development;
- promote aviation awareness and education; and
- provide executive flight services for the Commonwealth Leadership.

Service Area Statutory Authority

The statutory authority for Aircraft Licensing is found in the Code of Virginia, § 5.1-5, and the Virginia Administrative Code, 24 VAC 5-20-20 thru 110. The statutory authority for Airport Licensing is found in the Code of Virginia, § 5.1-7, and the Virginia Administrative Code, 24 VAC 5-20-120 thru 180.

Service Area Customer Base

Customer(s)	Served	Potential
Aircraft Owners	3,148	5 710
Private-Use Airport Sponsors	331	331
Public-Use Airport Sponsors	67	70

Anticipated Changes In Service Area Customer Base

- The Department will need to license all aircraft identified in the FAA data records that are based in Virginia.
- The Department anticipates the need to license three new airports over the next twenty years

Service Area Partners

Virginia Department of Taxation

The Department partners with the Virginia Department of Taxation to verify that all aircraft sales and use taxes have been paid prior to the issuance of a license.

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Service Area Products and Services

- Provide accurate, timely and consistent information to the aviation public regarding any and all regulations for the Commonwealth of Virginia.
- License all public-use airports and private-use airports within five miles of a public-use airport, register private-use airports, and license all aircraft in Virginia.
- Provide thorough and consistent inspection and enforcement of all aviation laws and regulations regarding aircraft registrations, airport registration, and the safe operation of such facilities and craft within the Commonwealth of Virginia.

Factors Impacting Service Area Products and Services

Aircraft licensing is impacted by the number of aircraft based in Virginia.

Anticipated Changes To Service Area Products and Services

No changes are anticipated to the products and/or services of this service area.

Service Area Human Resources Summary

Service Area Human Resources Overview

Service Area Full-Time Equivalent (FTE) Position Summary

Effective Date:

Total Authorized Position level

Vacant Positions

Non-Classified (Filled)

Full-Time Classified (Filled)

Part-Time Classified (Filled)

Faculty (Filled)

Wage

Contract Employees

Total Human Resource Level

Factors Impacting Service Area Human Resources

Anticipated Changes in Service Area Human Resources

Service Area Financial Summary

This service area is supported by the Aviation Special Fund. The Aviation Special Fund derives its resources from aircraft sales and use tax, aviation fuels tax, charges for client use of agency executive aircraft, and miscellaneous sources such as aircraft and airport license fees.

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$0	\$176,926	\$0	\$176,926
Changes To Base	\$0	(\$35,806)	\$0	(\$35,806)
SERVICE AREA TOTAL	\$0	\$141,120	\$0	\$141,120

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Service Area Objectives, Measures, and Strategies

Objective 65501.01

License aircraft and airports in accordance with the Code of Virginia

Aircraft and airports are required to be licensed in accordance with Code of Virginia requirements. Licensing of aircraft ensures that the proof of financial responsibility requirements have been met and that the owner's Aircraft Sales and Use tax liability has been satisfied. Licensing of airports is performed in order to ensure that minimum liability insurance requirements have been met and that the airport meets minimum licensing criteria.

This Objective Supports the Following Agency Goals:

- Products - To identify the Commonwealth's aviation needs and deliver those products and services in a timely manner.

This Objective Has The Following Measure(s):

- **Measure 65501.01.01**

Percentage of FAA-registered aircraft that are licensed per Code of Virginia requirements

Measure Type: Outcome **Measure Frequency:** Annually

Measure Baseline: 55% (FY 2005)

Measure Target: 70% by FY 2006

Measure Source and Calculation:

Measure is a ratio of state-licensed aircraft to those appearing in FAA registration database.

- **Measure 65501.01.02**

Timeliness of airport license issuances

Measure Type: Outcome **Measure Frequency:** Annually

Measure Baseline: 100% (FY 2005)

Measure Target: 100%

Measure Source and Calculation:

Airport licenses expire every seven years, and airports must be inspected prior to issuance.

Objective 65501.01 Has the Following Strategies:

- Compare FAA aircraft registration records to Virginia aircraft license database in order to improve compliance levels.
- Compare annual based aircraft survey to Virginia aircraft license database in order to improve compliance levels.
- Inspect airports upon receipt of license application.